Pre-solicitation and Site-visit Minutes Solicitation number S-BE200-15-R-0027 Landscaping Services at various Residences

Minutes from the site visit of April 17, 2015

Introduction

The Contracting Officer welcomed all attendees.

The USG was represented by: Brian Kressin - Contracting Officer Dirk Provoost – Maintenance Supervisor Nicole Janssens – Contracting Agent

Discussion of the Solicitation Package

The following sections of the solicitation were highlighted:

The due date and time are indicated on Standard Form 1449. Offers that do not meet the deadline will not be considered.

SF-1449 (page 1 of RFP) Solicitation Offer and Award has to be completed.

Section 1, Pricing Schedule (pages 4 thru 8) has to be completed

Section 3 – Solicitation Procedures: The list of clients should be as detailed as possible and not only contain the name of the company, but also the name of the contact person with telephone number and/or e-mail address.

Section 5, Defense Base Act – Covered Contractor Employees (page 51) has to be completed.

The offerors have to provide proof of Registration in SAM.

Questions:

The attached questions were asked during the site visit.

Conclusion

The site visit concluded and attendees were thanked for their presence and expression of interest in serving the U.S. Government. The meeting was adjourned.

Enclosure: Questions and Answers

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1. Ouestion

Do we have to remove waste from the site?

Answer:

Yes, see page 12. See Section 1 – The Schedule, 1.9 Removal of Debris.

"The Contractor shall remove foreign material, cuttings, grass, leaves, bark, limbs, dead vegetation, paper, and trash from the maintained areas including walkways, stairways, and curbs within or adjacent to the area. The Contractor shall remove all debris and equipment from the work site before the end of each workday. Debris removal shall prevent unsightly accumulation. The Contractor shall promptly remove collected debris to an authorized disposal site. The Contractor is responsible for all expenses incurred in the collection and disposal of debris."

2. Question

How many times do we have to cut the grass?

Answer

See Section 1 – The Schedule, 1.4.1. Grass Cutting.

"GRASS CUTTING. After the lawn has been carefully scarified mechanically in early spring to break up and loosen its surface, moss and clover will be removed. As soon as daytime temperature permits (20 degrees Celsius), an anti-moss product (iron sulfate), either separately or in combination with a selective weed killer, and appropriate fertilizer, either organic or chemical (consisting of four basic elements: nitrogen, phosphorus, iron and potassium), will be applied. Rolling of the lawn will complete the spring preparation. The frequency of mowing and the height of the cut depend on a number of factors, including the type of grass, its use, and the time of the year. Utility lawns, which this residence has, should preferably be mowed once per week during the high season (April-October), but at least every ten (10) working days, to keep the grass at an acceptable height (between 2 and 4 centimeters) at all times.

During early and late summer, the grass cutting frequency should be at its maximum. During dry periods however, the grass will be left a little bit longer. Areas under trees may be mowed less frequently (once every one to two weeks in the summer) to a height of 5 to 10 centimeters. Cut grass shall not be left on the lawn. Cut grass will be removed immediately to avoid a built-up of thatch, suffocation of the lawn and development of moss and weeds. The contractor shall supply all equipment and fuels for the grass-cutting requirement.